

SEPT 29 2024

WORSHIP + PRAYER

FAMILY MEETING

AGENDA

Welcome and Purpose

Family Business: Matthew 18

Staff and Ministry Updates

- Hospitality Lead: Lucy Cowan
- Outreach and Missions Director
- Male Counseling Director
- Administration & Communication Assistant

Building and Facility Communication

- New Build progress and update
- Current building reminders

Housekeeping

- Spam Emails
- TL Kids/Students Check in reminder
- Christmas Season Decor



Job Description

Outreach and Missions Director

Adopted: Revised: **Page 1 of 1**

General Description

The Outreach and Missions Director is responsible for leading the Outreach Team and the Missions Team at Terrace Lake to ensure that we continue to be a church with a desire to serve beyond our walls. This position will include recruiting, developing and leading teams, evaluating and improving processes and calling our church to further obedience to the great commission.

Terrace Lake's Foundational Statements:

Who We Are: Christ-Followers being transformed by a loving relationship with God.

What We Do: We glorify God by growing in Christ, making disciples in community and loving generously.

Essential Job Functions

1. Be an advocate for the Outreach and Missions teams on staff
2. Keep the Outreach and Missions visions before the church regularly
3. Meet with all outreach and missions partners on a regular basis and help lead decisions concerning support based on needs and mission/ vision alignment.
4. Recruit, train, empower new team members on a regular basis.
5. Lead Outreach Team and Mission Team of Doorkeepers: Help execute the vision/plans of these teams.
6. Monthly meetings, sub committee meetings, event planning & execution, strategic leadership, and equipping/encouraging (Outreach) Develop, support advocacy teams. (Missions)
7. Administrative oversight to the Outreach ministry: Managing the budget; liaison between Outreach Team and staff (calendar, communications, etc.); keep Doorkeeper job descriptions, Outreach policies, and ministry documents updated.
8. Oversee 12:31 ministry, including providing strategic input, encouraging and equipping Doorkeepers (care coordinators, coaches, mentors workshop hosts, etc.), ministry evaluation, and managing 12:31 Hub (database).
9. Maintain relationships with Outreach Ministry Partners to continue walking alongside them in the incredibly valuable and important work they do.
10. Administrative oversight of the Missions ministry: Managing the budget; liaison between Missions Team and staff (calendar, communications, etc.); keep ministry documents updated.
11. Be "on call" for urgent Outreach ministry needs, especially when 12:31 team members are not available.
12. Be a "brother in ministry" with all staff members, beyond the required staff meeting attendance it is essential that the staff live out a desire to serve one another and strive for unity.

Education and Experience

Has demonstrated a passion for the spread of the Gospel through incarnational ministry, along with experience effectively leading teams of diverse people. Ministry education is a plus but not required. Knowledge of Columbus Indiana culture and resources is also required.

Position Structure and Level

Reports To: Lead Pastor

Classification: Part-Time Salary

Category:



Job Description

Administration and Communication Assistant

Adopted: Revised: **Page 1 of 1**

General Description

The Administration and Communication Assistant is responsible for the administrative support of church staff and ministries as well as effective communication across ministries and to the entire church regarding what is happening in the life of the church.

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Essential Job Functions

1. Set the Communication plan/ calendar annually and communicate to staff and ministry leaders.
2. Develop and maintain a communication philosophy for the church, help leaders understand and implement this strategy.
3. Be in regular communication with all ministries to know their upcoming needs in order to effectively communicate with the church.
4. Work in close relationship with the Creative Director for all design needs with appropriate timing
5. Assemble and distribute communication documents as needed, including letters, informational flyers, postcards, bulletins, binders, etc.
6. Manage and maintain all church calendars including all facility requests and usage details.
7. Manage the membership process including Discovering Terrace Lake classes, invites, roster, etc.
8. Process the welcome books and attendance records weekly.
9. Take and distribute minutes for staff meetings.
10. Function as the central point of contact for all significant congregational life events (births, deaths, illnesses, etc.) and communicate such events to all church staff in a timely manner and purchase/ send care items when appropriate.
11. Function as the purchasing agent for all regular purchasing needs including office supplies, hospitality supplies, event supplies, etc.
12. Function as "go to" person for all matters pertaining to the smooth operation of the church office
13. Facilitate childcare by recruiting volunteers and paid workers for TL events as needed. Ensure that workers are paid.
14. Front office Responsibilities: receive guests, handle mail, answer phone/ intercom.
15. Process contributions and prepare financial reports for distribution each week and annual statements to congregation.
16. Create registrations and forms for events and ministry needs.
17. Assemble weekly activity folders for children in the sanctuary on Sunday mornings.
18. Update TLK rosters on every 4 weeks.
19. Facilitate baby dedications and believer baptisms through communication with families and staff.
20. Be a "brother in ministry" with all staff members, beyond the required staff meeting attendance it is essential that the staff live out a desire to serve one another and strive for unity.

Education and Experience

Experience as an administrative assistant in a church or business. Possession of a Degree in Business/ Communication or related field is a plus. Experience may be substituted. Working knowledge of Apple Pages, Numbers, and Keynote and Adobe InDesign and Photoshop, and other related applications.

Position Structure and Level:

Reports To: Administrative Director |

Classification: Part-Time Salary

Category:



Job Description

Male Counseling Director

Adopted: Revised: **Page 1 of 1**

General Description

The main responsibilities of the Male Counseling Director are to provide leadership to the counseling ministries of Terrace Lake alongside the Sr. Women's Counselor and to provide ongoing counseling to the men of the church, families, couples, children etc as needed. The context of the aforementioned counseling is within the model of one another care, meaning this leader will also be involved with the training and ongoing equipping of members and leaders for mutual care. While these are the main areas of responsibility, the church body is a family and as such the staff team works closely together in order to have understanding and shared wisdom across ministries as well as to cover areas of need.

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Essential Job Functions

1. Regularly meet with the Senior Women's Counselor to provide leadership and vision regarding the counseling process and procedures as well as management considerations for the Biblical Counseling Ministry.
2. Remain in regular contact with the Lead Pastor and elders concerning on-going counseling cases, make recommendations concerning cases which are moving toward church discipline, and provide regular updates concerning the state and direction of the ministry as a whole.
3. Provide ongoing Biblical counseling to the members of the Terrace Lake community. (Men, Premarital, Marriage, Children, Families, Group)
4. Provide administrative management of the counseling ministry annual budget, case load, intake process and ministry review.
5. Work with the Care Pastor in implementing One Another Care across ministries as part of the ongoing effort to equip the body for mutual care.
6. Oversee any lay or staff counselors
7. Be a "brother in ministry" with all staff members, beyond the required staff meeting attendance it is essential that the staff live out a desire to serve one another and strive for unity.

Education and Experience

We desire a male Biblical counselor with significant Biblical counseling training such as a Master's Degree, 100 hrs of supervised Biblical counseling by reputable Biblical counselors and 7+ years conducting Biblical counseling in a church. Experience using resources from organizations such as the Biblical Counseling Coalition, Association of Biblical Counseling, Christian Counseling and Education Foundation or Soul Care Consulting is a plus. Able to meet Biblical qualifications for elder in order to be considered for role of pastor in the future.

Position Structure and Level

Reports To: Care Pastor

Classification: Full-Time Salary

MINISTRY UPDATES

Events

- Fall fest sign up is live. Please prayerfully consider how you can serve our community in this way.
- Sign up by October 18th
- Event is on October 26th

Community Groups

- Hired as Community Groups Director in May (terri.troyer@terracelake.org)
- Establishing a process for new leader identification, equipping, affirmation
- Currently have 12 c-groups with approximately 240 adults (plus children) participating
- So thankful for the 38 members currently serving as leaders and co-leaders!

Kids Ministry

- Things we are working on: We are, temporarily, taking a break from the Gospel Project curriculum so that our lessons will line up with Easter 2025. We are using another LifeWay curriculum, called Hyfi, through December. We are in the beginning stages of planning a new Parent Family Discipleship training and developing multiple methods of Teacher/Helper Training for 2025.
- Changes that have been made: We have multiple team members from the Preteen team (Hannah Luther, Scott Bardakjy, Kathy Denniston, and Hannah Burke) who are leading the teaching portions of our monthly Preteen Gatherings! Reed Saunders has created a new curriculum for our 18-23 month toddler room that uses a rounded table where the children are engaged in Bible teaching for up to 15 minutes!
- Things that we're excited about: We saw over 70 preteens at our Preteen Gathering Kickoff and our Preteen team doubled in size with 22 adult leaders now serving! We're also excited about the recent baptisms of Terrace Lake Kids students that have taken place, all of the new ideas that we learned about at a recent Kids Ministry Conference, and we were blown away by all the things that got completed, cleaned, and set up from our recent church workday! - A BIG thanks to all who helped out!
- Challenges and Needs: We have a need for more teachers and helpers to serve in Terrace Lake Kids. Here is an amazing opportunity to "go and make disciples" right inside our own church! Investing in the next generation of Christ followers is a life-changing experience that you don't want to miss! Come and talk to Brad or Reed this coming Sunday!

Student Ministry

- Praises for students' tremendous heart change and desire to grow in their relationship with Christ.
- Middle and High School are now meeting on separate Sundays (Middle School on 1st and 3rd, High School on 2nd and 4th Sundays).
- Looking for committed small group leaders/co-leaders (specifically for Middle School guys and girls) on Wednesday evenings.
- Looking for people to provide meals for various meeting times (Sunday mornings, Wednesday evenings, quarterly movie nights)

Counseling Ministry

- Counseling continues. Requests come in by text, email, personal request as well as on the website under the Connect tab. We are working on revising and refining our Intake Form. New forms might appear on the website by mid October. We have a small waiting list for some needs.
- Continued prayer is requested for the Male Counselor role. The job description is completed and the process of sharing that is underway.
- Counselors have attended additional training conferences specific to recurring needs in the Body during this past year and will attend the annual CCEF conference.

Outreach Ministry

- We are working hard to make 12:31 more easily accessible (for those seeking help (Neighbors) and those helping (Care Coordinators, Coaches, etc.). If you have signed up to serve as a Coach, on one of our process development teams, or on a workshop team: thank you! We will be in touch about trainings and next steps soon.
- We are gearing up for our annual Christmas Closet (a favorite event of our team and the community!) which will take place on Saturday, December 7th. You will be hearing more in the coming weeks about how to be involved (purchasing gifts, serving at the event, prayer) so please be on the lookout for that.
- In the last two months alone we have served over 10 individuals and families through the 12:31 and LYNP (Love Your Neighbor Partnership) ministries! Sharing the love of Jesus Christ with each one.

Hearth: Men's Ministry

- Great turnout to our first retreat in several years
- Planning options to have or host a Christian Men's Conference in 2025
- Continuing to explore ways to partner or come alongside other TLC ministries
- Using Church Center app as platform to find ways to connect and serve the body

Shine: Women's Ministry

- Our 6th annual posh clothing resale was a huge success again this year. Thanks to everyone who donated, helped sort the clothes, set up, shopped, and tore down. We made \$2,520 and donated 1/2 to Clarity and 1/2 to Transformational Living Ministries women's home.
- We added a third fellowship event in 2024. Because Bunco night was so well received we have it on the calendar again in 2025.
- We have already started planning for our 2025 gathering. It will be in town this year. We would appreciate prayers for wisdom and discernment. We never want our ideas to get in the way of what God has planned.
- Please pray for our final week of Bible study and discernment on what's working and how we can improve in the future. Including how we can encourage ladies to keep studying together.

Meal Ministry

- 16 meal trains have been set up so far in 2024. That represents 212 meals. Typically for a new baby meal train (without complications) 12-14 meals are delivered. Other meal trains (surgery, bereavement, etc.) are created with various numbers of meals to meet the individual/family need.
- The Meals Ministry exists to communicate the needs of members within the body and provide an organized way to meet the physical need to eat during difficult times.
- Contact Mila Dempsey to be added to the Meal Ministry planning center group. When a need arises, an email is sent to all members in the Meal Ministry group. Usually, the meal train is posted in the Shine FB group as well.

Hospitality

- Lucy Cowan is excited to take on the new leadership position.
- We have had over 15 new members join the team throughout this year. We are so appreciative of them and the entire team's dedication to making TLC a welcoming environment for all attendees. Our Appreciation Cookout is next Saturday evening to thank members.
- We will continue to add new members as the church expands. Throughout the beginning of next year, we will begin to look at the additional positions we will need with the new building. Be on the lookout for our Spring Hospitality Information Meeting where we will share these new positions. This is a great time for anyone interested in joining to come and learn about the team.